We decided to include responses: 1, 2 to 3, and 5 in our reply by entering "**5,2-3,1**" at the "Select the responses to include:" prompt (notice the commas and no spaces between numbers). MailMan automatically copied all four responses and placed us into our editor to add our reply referencing the copied text of each response.

We entered our reply, saved it, and closed the editor.

We sent our reply by accepting the "**Transmit now**" default response at the "Select Message option: Transmit now//" prompt by pressing the Enter/Return key.

Finally, MailMan indicated that our response had been sent locally (i.e., "Sending local reply..."). If we had sent a reply over the network, MailMan would have displayed "Sending network reply..."

Other Actions at the Transmit Prompt When Replying to a Message

Prior to transmitting your reply, MailMan gives you other opportunities to review, edit, and add responses to your reply or query the message to which you are responding, as shown below:

```
Subj: TEST  [#100649] 28 Oct 99 14:45  1 line
From: FUCHSIA,GARY  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
TEST

Enter message action (in IN basket): Ignore// r
You may enter the text of the message...


==[ WRAP ]==[ INSERT ]===============< TEST >===============[ <PF1>H=Help ]====
test


<=======T=======T=======T=======T=======T=======T=======T=======T=======T>======



Select Message option: Transmit now// ?

Enter a code from the list.

        B          Backup to review message
        E          Edit reply
        I          Include previous responses in reply
        Q          Query
        Q xxx      Query recipient(s) xxx
        QD         Query Detailed
        QN         Query Network
        T          Transmit now

Select Message option: Transmit now//
```

> We entered a question mark at the transmit prompt in order to display the list of possible action commands that we could use before transmitting our reply.

Figure 85a: Other Options Before Sending Your Reply

For example, if we wanted to include additional responses to our reply we could use the "I" (Include previous responses in reply), as shown below:

```
Subj: TEST  [#100188] 06 Feb 99 09:38  1 line
From: FUCHSIA,GARY  2 of 2 responses read.  In 'IN' baske
------------------------------------------------------------

Enter message action (in IN basket): Ignore// r
You may enter the text of the message...


==[ WRAP ]==[ INSERT ]===============< TEST >==============[ <PF1>H=Help ]====
Here is a reply, since we didn't use the "RI" action code, we will have to use
the "I" action code to add a response before this reply is sent.



<=                                              =====T=======T=======T======T>======



Select Message option: Transmit now// i
There are 2 responses.  Response 0 is the original message.  (?? shows index)
Select the responses to include: ??

There are 2 responses.  Response 0 is the original messag
Response.....From...........................................
2) 27 Apr 99 BLUE,THOM (SF CIOFO)
1) 27 Apr 99 BLUE,THOM (SF CIOFO)
0) 06 Feb 99 FUCHSIA,GARY

There are 2 responses.  Response 0 is the original message.  (?? shows index)
Select the responses to include: 1
Copying...
You may edit the text of the message...


==[ WRAP ]==[ INSERT ]===============< TEST >==============[ <PF1>H=Help ]====
Here is my reply, but I forgot to use the "RI" action code, so I will have
to add responses using the "I" action code before I send this message
reply.

On 27 Apr 99 08:17 (Response #1) BLUE,THOM wrote:
>test reply


<=======T=======T=======T=======T=======T=======T=======



Select Message option: Transmit now// <RET>  Sending local reply...
  Sent

Enter message action (in IN basket): Ignore//
```

> **We used the "R" action code rather than the "RI" action code, because we didn't think we needed to include any responses in our reply.**

> **However, before sending the message, we decided to include one response, so we entered an "I" at the transmit prompt.**

> **We asked MailMan to display information on all the responders to the message (i.e., index).**

> **We entered "1" to include response #1 in our reply.**

> **MailMan copied response #1 after our original reply and placed us into the editor where we could further refine our response before sending it.**

Figure 85b: Adding Responses to Your Reply Before Sending It

As you can see from Figure 85b, we first composed our reply but decided to include a response before sending our reply. Thus, we entered an "**I**" at the "Select Message option: Transmit now//" prompt.

Since there was more than one response from which to choose, we entered two question marks ("**??**") at the "Select the responses to include:" prompt in order to display an index of responses.

After reviewing the list of respondents, we chose to append response #1 to our reply by entering "**1**" after the "Select the responses to include:" prompt. MailMan automatically copied the response and placed us back into our editor to further edit our reply, if necessary.

Since our edits were now complete, we saved our reply and closed the editor.

We sent our reply by accepting the "**Transmit now**" default response at the "Select Message option: Transmit now//" prompt by pressing the Enter/Return key.

Finally, MailMan indicated that our response had been sent locally (i.e., "Sending local reply..."). If we had sent a reply over the network, MailMan would have displayed "Sending network reply..."

For more information on the other reply-related actions (i.e., Backup, Edit, or Query functions), please refer to those specific action code topics previously described in this chapter.

RESPONDING TO THE LATEST RESPONSE

Also, effective with MailMan V. 7.1 with Patch 50, if while composing a reply to a message another reply comes in to the same message, you will be prompted with the following text when exiting the editor (prior to sending your reply):

```
>> Response n has arrived - you may backup to see it. <<
```

"n" represents the latest response number.

When you are given the opportunity to back up to see new responses, you can enter a "**B**" (Backup) at the transmit prompt. The default will be to back up to this new, unseen response, instead of the original message (i.e., response 0). Thus, you can back up and read the latest response(s).

Since you haven't transmitted your response yet, you may choose to revise your own reply based on that new response. You simply enter an "**E**" (Edit) at the Transmit now// prompt, and you are put back into the editor where you can modify your reply based on what you just read.

When your revisions are complete, you can transmit your reply. Previously, this prompt didn't appear until *after* you had already sent your reply.

For more information on the Backup function, please refer to the "Backup ('B') Action" topic previously described in this chapter.

REPLYING TO A MESSAGE—"REPLY TO" DIFFERS FROM THE "FROM" ADDRESS

Effective with MailMan V. 7.1 with Patch 50, MailMan is aware of "Reply-To" addresses in the message header. If the "Reply-To" address differs from the "From" address, MailMan will let you know and ask you to which address your reply should go, as shown below:

```
Subj: Test Message  [#1227790]
Fri, 4 Sep 1998 08:54:44 -0700 (PDT)  17 lines
From: "Gregory J. Bluegreen" <gjb@xxxxx.com>  In 'IN' basket.   Page 1  *New*
---------------------------------------------------------------------------
This is a test message.

Enter message action (in IN basket): IGNORE// R
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]===< [SL] Admin: discussing Bible v >==[ <PF1>H=Help ]====
Thanks for sending this, Greg. I'm testing a reply.


<======T=======T=======T=======T=======T=======T=======T=======T=======T=>=====T

Select Message option:  Transmit now// <RET>  Sending local reply...
  Sent
Do you wish to send this reply across the network? No// y <RET>   YES
Subject: Re: Test Message// <RET>

     Select one of the following:


         F          'FROM'     "Gregory J. Bluegreen" <gjb@xxxxx.com>
         R          'REPLY-TO' Test-l@lists.xxxx.com

This message has a 'reply-to' address which differs from the 'from' address.
Select the address to use: R// ?

Generally, we recommend that you use the 'reply-to' address.
The choice, however, is up to you.
Select F to use the 'from' address; R the 'reply-to'.

     Select one of the following:


         F          'FROM'     "Gregory J. Bluegreen" <gjb@xxxxx.com>
         R          'REPLY-TO' Test-l@lists.xxxx.com

This message has a 'reply-to' address which differs from the 'from' address.
Select the address to use: R// <RET>  'REPLY-TO' Test-l@lists.xxxx.com
Addressing the reply to: Test-l@lists.xxxx.com  GK.VA.GOV via GK.VA.GOV
  Sending...  Sent

Enter message action (in IN basket): IGNORE//
```

> When replying over the network, we can address our reply to the "From" or "Reply To" person.

> Here we chose to address our reply to the "Reply To" person.

Figure 86: Choosing to Reply to the "Reply To" Address

In the previous figure (Figure 86), we received a message over the network where the "From" (sender of the message) differed from the "Reply To" of the message. Thus, when we replied to the message we sent our reply, first, locally as usual.

MailMan then asked us if we wanted to send our reply over the network. In this case, we did, so we entered "**Yes**" at the "Do you wish to send this reply across the network? No//" prompt.

After accepting the default subject (i.e., "**Re: Test Message**"), MailMan informed us that the "From" and "Reply To" contained different addressees. We entered a question mark ("**?**") at the "Select the address to use: R//" prompt in order to get Help on this prompt. For this example, we decided to accept the default and send the message to the address found in the "Reply To" field (i.e., "**Test-l@lists.xxxx.com**").
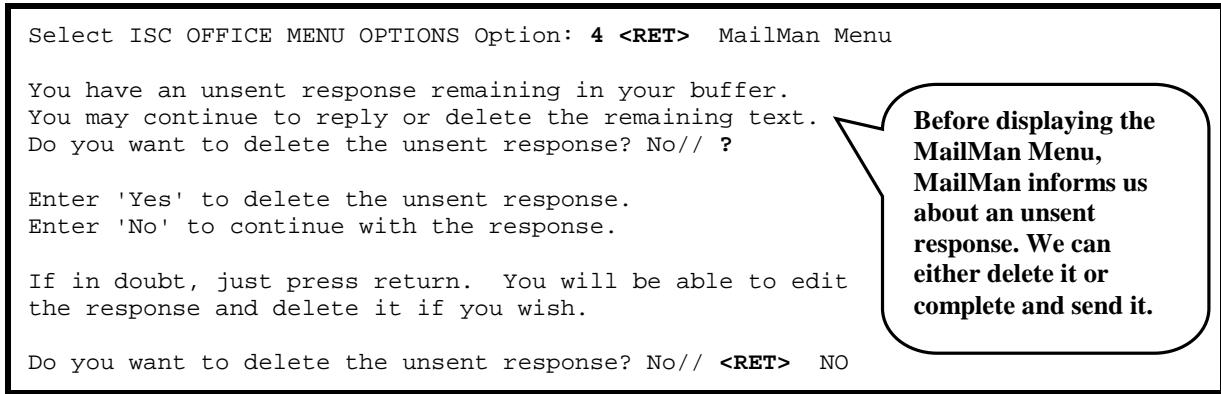
MailMan confirmed the address and sent the message.

Use the Query Network action code to view network information on a message, including any "Reply To" and "From" information for a message sent over the network. For more information on the Query Network action code, please refer to the "Query Network ('QN') Action" topic previously described in this chapter.

COMPLETING AN INTERRUPTED REPLY

Also, if you are in the middle of a replying to a message and are inadvertently logged off the system, MailMan will give you the opportunity to complete your reply when you re-enter MailMan, as shown below:

```
Select ISC OFFICE MENU OPTIONS Option: 4 <RET>  MailMan Menu

You have an unsent response remaining in your buffer.
You may continue to reply or delete the remaining text.
Do you want to delete the unsent response? No// ?

Enter 'Yes' to delete the unsent response.
Enter 'No' to continue with the response.

If in doubt, just press return.  You will be able to edit
the response and delete it if you wish.

Do you want to delete the unsent response? No// <RET>  NO
```

Before displaying the MailMan Menu, MailMan informs us about an unsent response. We can either delete it or complete and send it.

Figure 87: MailMan Notifies You When You Have an Unsent Response
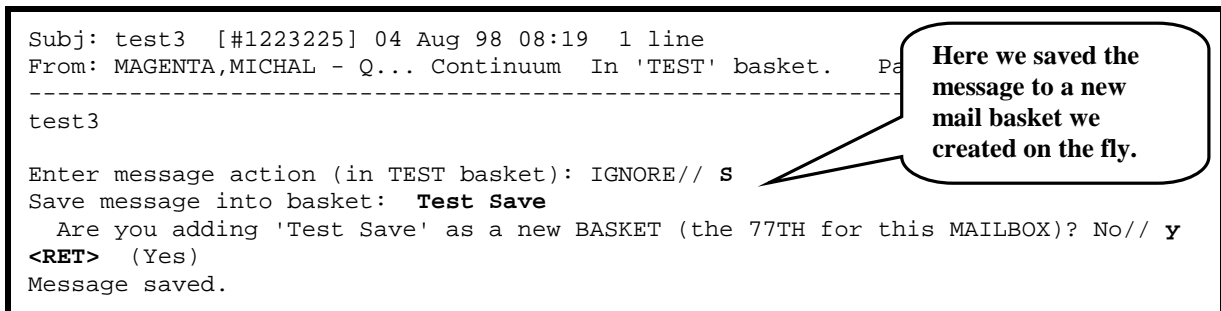
As you can see from the previous example (Figure 87), before the main MailMan Menu is displayed, MailMan will inform you about any unsent response(s). You can choose to complete the response(s) by answering "**No**" (default) at the "Do you want to delete the unsent response? No//" prompt or deleting the unsent response by answering "**Yes**." If you answer "**No**" MailMan will place you back in the message with the unsent response at the "Select response action: Reply//" prompt. Thus, you can go into your editor and complete your response as usual.

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Save ("S") Action

As you can see from the list of message action codes (Table 3 in this chapter), you can use the Save action code (i.e., "S") to save (move) a message to a different existing mail basket or to a new mail basket you create on the fly.

To save a message to another mail basket, enter an "**S**" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```
Subj: test3  [#1223225] 04 Aug 98 08:19  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST' basket.    Pa
----------------------------------------------------------------
test3

Enter message action (in TEST basket): IGNORE// S
Save message into basket:  Test Save
  Are you adding 'Test Save' as a new BASKET (the 77TH for this MAILBOX)? No// y
<RET>  (Yes)
Message saved.
```

> Here we saved the message to a new mail basket we created on the fly.

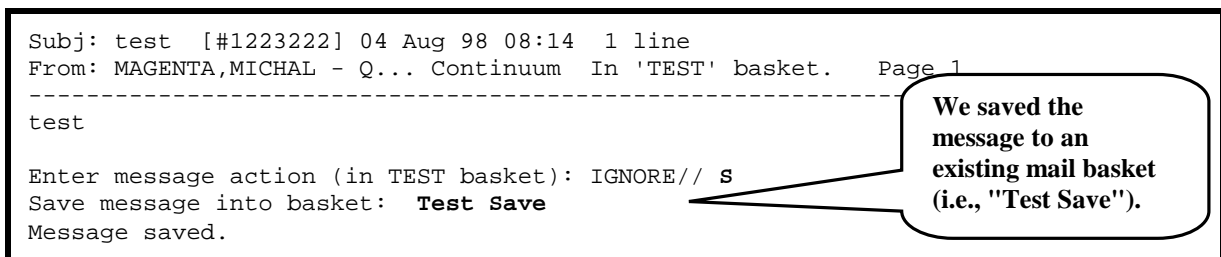**Figure 88: Saving a Message to a New Mail Basket**

In this example (Figure 88), we wanted to save (move) a message we just read from one basket to another. Thus, we entered an "**S**" (Save) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then asked us into which basket we wanted to save the message. In this case, we wanted to save the message into our "Test Save" basket. Thus, we entered "**Test Save**" at the "Save message into basket:" prompt.

Since this mail basket did not already exist in our mailbox, MailMan asked us if we wanted to create it as a new basket. In this case, we did, so we entered "**Yes**" at the "Are you adding 'Test Save' as a new BASKET (the 77TH for this MAILBOX)? No//" prompt. We also could have saved the message to an existing mail basket.

MailMan informed us that the message had been saved.

The following figure demonstrates saving a message to an existing mail basket:

```
Subj: test  [#1223222] 04 Aug 98 08:14  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST' basket.    Page 1
----------------------------------------------------------------
test

Enter message action (in TEST basket): IGNORE// S
Save message into basket:  Test Save
Message saved.
```

> We saved the message to an existing mail basket (i.e., "Test Save").

Figure 89: Saving a Message to an Existing Mail Basket

In this example (Figure 89), we, again, wanted to save (move) a message we just read from one basket to another. Thus, we entered an "**S**" (Save) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then asked us into which basket we wanted to save the message. In this case, we wanted to save the message into our newly created "Test Save" basket (Figure 88). Thus, we entered "**Test Save**" at the "Save message into basket:" prompt.

Since this mail basket already existed in our mailbox, MailMan saved (moved) the message to this basket and informed us that the message had been saved.

Terminate ("T") Action

As you can see from the list of message action codes (Table 3 in this chapter), you can use the Terminate action code (i.e., "T") to permanently delete a message by moving it to your "WASTE" mail basket. Terminating a message also stops any subsequent replies to that message from being delivered to you.

Generally, a batch job is run nightly (determined by IRM at your site) to remove messages from your "WASTE" basket, and thus, from your mailbox. You can immediately remove messages from your mailbox by, again, terminating the messages from your "WASTE" basket. However, the message remains in the system until all recipients of the message have deleted it from their mailbox.

Unlike the Delete action code, the Terminate action code will prevent responses to a "terminated" messages from being "resurrected" or restored back into your mailbox.

For more information on the Delete action code, please refer to the "Delete Message ('D') Action" topic previously described in this chapter.

To terminate a message, enter a "**T**" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```
Subj: test2  [#1223223] 04 Aug 98 08:18  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST' basket.   Page 1
-----------------------------------------------------------------------------
test2

Enter message action (in TEST basket): IGNORE// T
You won't see future replies.  (In WASTE basket)
```

Figure 90: Terminating a Message

In this example (Figure 90), we wanted to terminate (delete) a message we just read. Thus, we entered a "**T**" (Terminate) at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan immediately terminated the message (i.e., moved it to our "WASTE" basket for future removal from our mailbox) and informed us that we wouldn't see any future responses to the message.

If we wanted to "un-terminate" the message, we could go to our "WASTE" basket and forward the message to another basket in our mailbox. If the message is no longer in our "WASTE" basket, we could ask another recipient of the message to forward it to us.

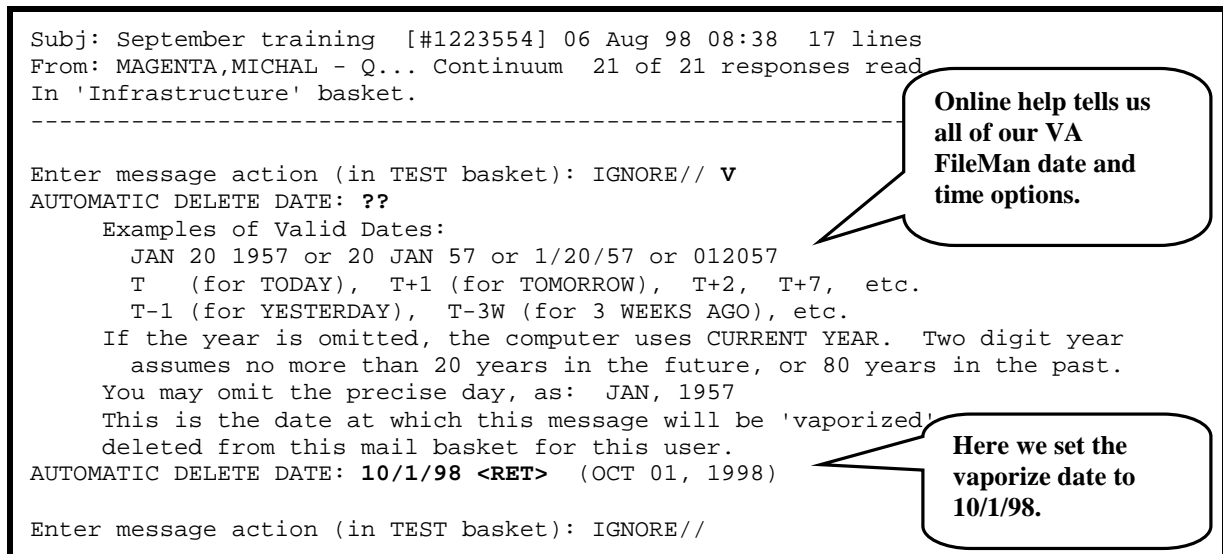*MailMan does not ask you to confirm the terminate request.*

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Vaporize Date Edit ("V") Action

As you can see from the list of message action codes (Table 3 in this chapter), you can use the Vaporize Date Edit action code (i.e., "V") to set a message to be deleted from your mailbox at a specific date and time or to modify a Vaporize Date already set. You can move any message set to vaporize to any of your mail baskets, including the "WASTE" basket, and *not* affect its vaporization date. Vaporize means automatically delete. However, you are free to modify or remove the AUTOMATIC DELETION DATE (i.e., vaporize date) at any time prior to the vaporization date.

Also, a message that is scheduled for vaporization (either by you or by MailMan during the IN-BASKET PURGE) will vaporize on the scheduled date. Previously, it wouldn't vaporize until the IN BASKET PURGE ran again.

To "vaporize" a message, enter a "**V**" at the "Enter message action (in xxxx basket):   IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```
Subj: September training  [#1223554] 06 Aug 98 08:38  17 lines
From: MAGENTA,MICHAL - Q... Continuum  21 of 21 responses read
In 'Infrastructure' basket.
-------------------------------------------------------------
Enter message action (in TEST basket): IGNORE// V
AUTOMATIC DELETE DATE: ??
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T  (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
       T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
       assumes no more than 20 years in the future, or 80 years in the past.
     You may omit the precise day, as:  JAN, 1957
     This is the date at which this message will be 'vaporized'
     deleted from this mail basket for this user.
AUTOMATIC DELETE DATE: 10/1/98 <RET>  (OCT 01, 1998)

Enter message action (in TEST basket): IGNORE//
```

Online help tells us all of our VA FileMan date and time options.

Here we set the vaporize date to 10/1/98.

Figure 91: Vaporizing a Message

In the previous example (Figure 91), we wanted to delete a message at a specific date and time (vaporize). Thus, we entered a "**V**" at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then asked us to enter the "vaporize" date and time (i.e., AUTOMATIC DELETE DATE). In order to display all of the acceptable VA FileMan date and time formats we could enter, we entered a question mark ("**?**") at the "AUTOMATIC DELETE DATE:" prompt.

All VA FileMan dates are Year 2000 (Y2K) compliant.

In this case, we chose to set a vaporize date of October 1, 1998 by entering "**10/1/98**" at the "AUTOMATIC DELETE DATE:" prompt. MailMan confirmed that the message was set to vaporize on October 1, 1998. We can later remove or modify the vaporization date before it gets physically deleted from our mailbox.
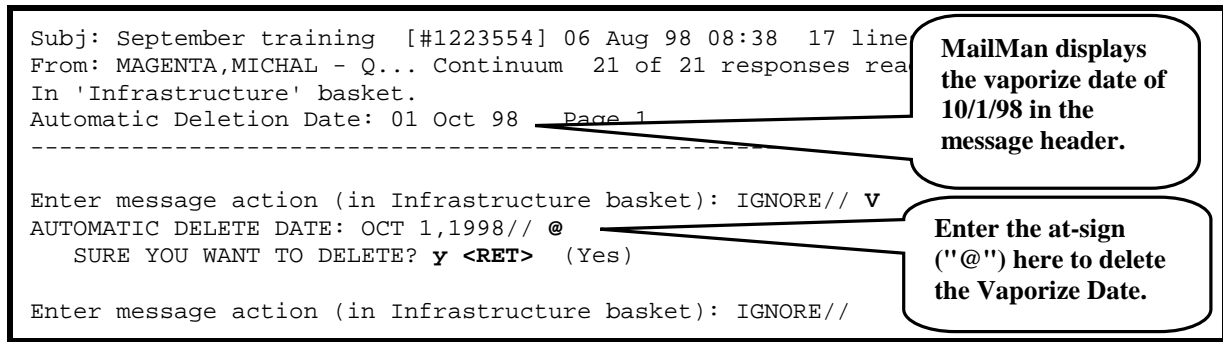
After "vaporizing" the message, MailMan returned us to the message action prompt where we could take any additional actions on this message.

Here's a tip—If you know a message will be obsolete or unnecessary after a period of time (e.g., messages advising you about a temporary event such as: system downtime, building fire alarm test, etc.) set the message to "vaporize" after the prescribed time has past. That way, you won't be cluttering your mailbox with extraneous mail.

REMOVING A VAPORIZATION DATE

If you previously set a vaporization date for a message and now want to keep the message, you simply delete the vaporization date, as shown below:

```
Subj: September training  [#1223554] 06 Aug 98 08:38  17 line      MailMan displays
From: MAGENTA,MICHAL - Q... Continuum  21 of 21 responses rea      the vaporize date of
In 'Infrastructure' basket.                                        10/1/98 in the
Automatic Deletion Date: 01 Oct 98   Page 1                        message header.
----------------------------------------------------------

Enter message action (in Infrastructure basket): IGNORE// V
AUTOMATIC DELETE DATE: OCT 1,1998// @                               Enter the at-sign
   SURE YOU WANT TO DELETE? y <RET>  (Yes)                          ("@") here to delete
                                                                    the Vaporize Date.
Enter message action (in Infrastructure basket): IGNORE//
```

**Figure 92: Deleting the Vaporization Date**

In this example (Figure 92), we wanted to remove (delete) a vaporization date we previously set (Figure 91). Thus, we opened the message that had a vaporization date set (i.e., AUTOMATIC DELETION DATE) and entered a "**V**" at the "Enter message action (in Infrastructure basket): IGNORE//" prompt.

Since this message had a vaporization date set, MailMan displayed the current vaporization date as the default (i.e., "OCT 1,1998") and prompted us to make any changes to the vaporization date.

To delete the Vaporization Date, we simply entered an at-sign ("@" Shift-2 key on most keyboards) after the AUTOMATIC DELETE DATE: OCT 1,1998//" prompt.

MailMan asked us to confirm the delete request. We confirmed the delete by entering "**Yes**" at the "SURE YOU WANT TO DELETE?" prompt.

When we went back in to read that message (Figure 93), we saw that the "Automatic Deletion Date" was no longer indicated in the message header (compare to Figure 92), as shown below:

```
Subj: September training  [#1223554] 06 Aug 98 08:38  17 lines     The vaporize date
From: MAGENTA,MICHAL - Q... Continuum  21 of 21 responses read     of 10/1/98 is no
In 'Infrastructure' basket.   Page 1                               longer indicated in
----------------------------------------------                     the message header.

Enter message action (in Infrastructure basket): IGNORE//
```
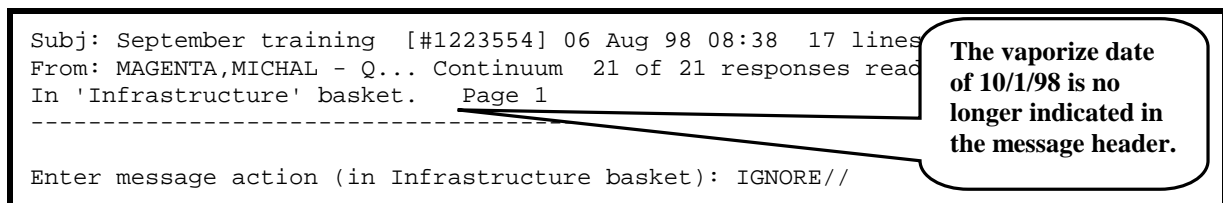
Figure 93: Verifying a Message is no Longer Set to Vaporize

Write ("W") Action

As you can see from the list of message action codes (Table 3 in this chapter), you can use the Write action code (i.e., "W") to "write" (compose) a new message while reading a message. The steps of creating a message using the Write action code are the same as if you used the Send a Message option [synonym SML].
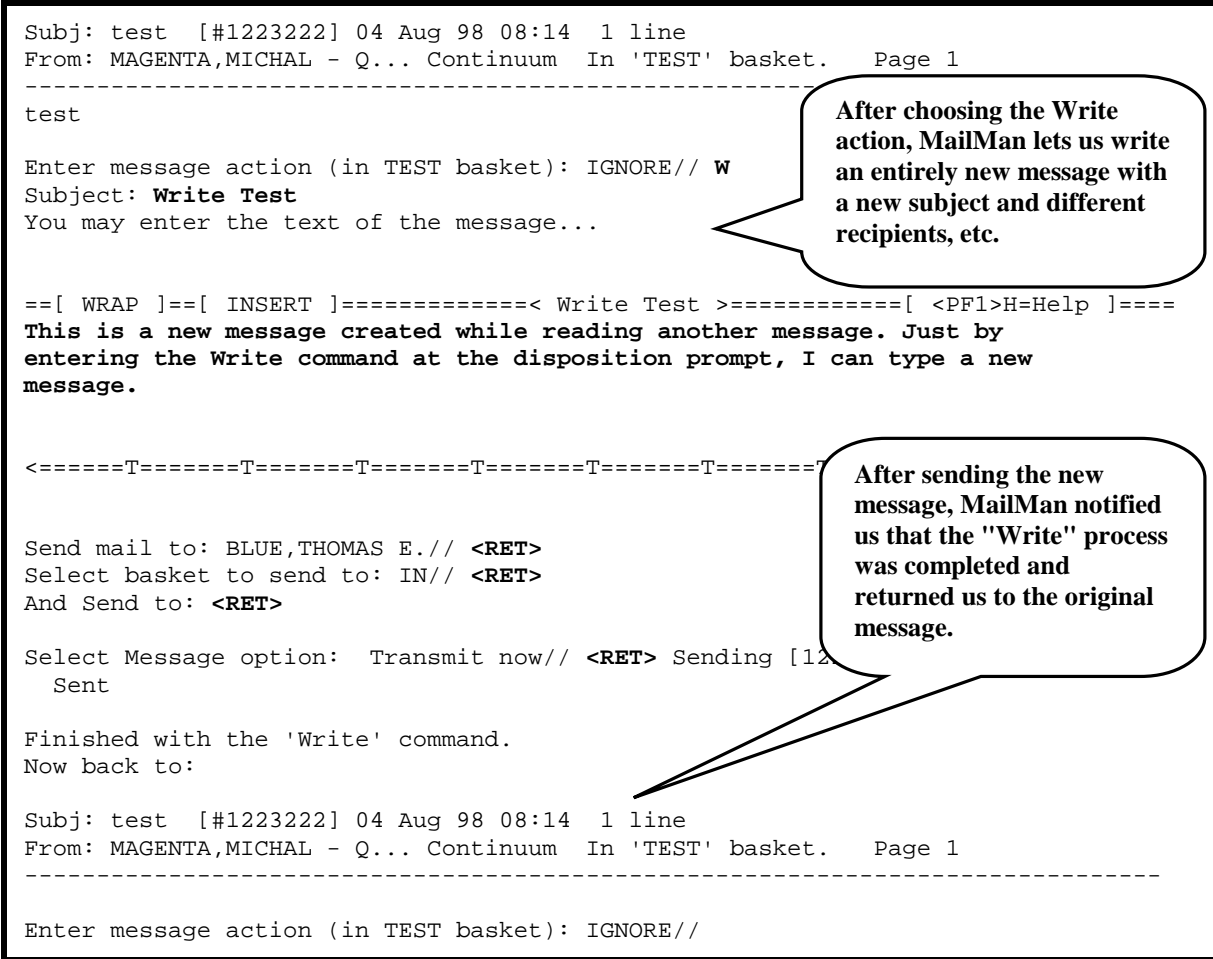
For more information on creating and sending a message or the Send a Message option [SML], please refer Chapter 4 in this manual.

Here's a tip—Use the Write action code ("W") to immediately send a message while reading another message. For example, if after reading a message, you suddenly remember that you need to send a message about an unrelated matter to somebody else. Rather than having to go through the Send a Message option [synonym SML], you could simply enter the Write action code. After composing and sending your message, MailMan will automatically return you to the original message where you can continue with your reading.

To write and send a new message while reading another message, enter a "**W**" at the "Enter message action (in xxxx basket):   IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```
Subj: test  [#1223222] 04 Aug 98 08:14  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST' basket.   Page 1
-----------------------------------------------------
test

Enter message action (in TEST basket): IGNORE// W
Subject: Write Test
You may enter the text of the message...



==[ WRAP ]==[ INSERT ]=============< Write Test >============[ <PF1>H=Help ]====
This is a new message created while reading another message. Just by
entering the Write command at the disposition prompt, I can type a new
message.


<======T=======T=======T=======T=======T=======T=======T

Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: <RET>

Select Message option:  Transmit now// <RET> Sending [12
  Sent

Finished with the 'Write' command.
Now back to:

Subj: test  [#1223222] 04 Aug 98 08:14  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST' basket.   Page 1
-----------------------------------------------------------------------------

Enter message action (in TEST basket): IGNORE//
```

> After choosing the Write action, MailMan lets us write an entirely new message with a new subject and different recipients, etc.

> After sending the new message, MailMan notified us that the "Write" process was completed and returned us to the original message.

Figure 94: Writing a New Message

In the previous example (Figure 94), we finished reading a message and wanted to send a new message without having to go through the Send a Message option. Thus, we entered a "**W**" at the "Enter message action (in TEST basket): IGNORE//" prompt.

MailMan then asked us to enter the subject for our new message. For this example, we entered "**Write Test**" at the "Subject:" prompt.

MailMan then immediately placed us into our editor where we could enter the text of our message. When we had completed our entry, we saved the text and closed the editor.

MailMan then asked us to address the message. In this case, we wanted to just send the message to ourselves so we pressed the Enter/Return key at the "Send mail to: BLUE,THOMAS E.//" prompt.

We accepted the default basket (i.e., **"IN"**) by pressing the Enter/Return key at the "Select basket to send to: IN//" prompt.

MailMan knew we were done addressing the message when we pressed the Enter/Return key at the "And Send to:" prompt without entering a name.

We immediately sent the message by, again, pressing the Enter/Return key at the "Select Message option: Transmit now//" prompt.

Finally, MailMan displayed the internal message identification number (in brackets) and indicated that our message had been sent.

After writing and sending the new message, MailMan notified us the "Write" was completed (i.e., "Finished with the 'Write' command."), redisplayed the original message header, and returned us to the original message action prompt where we could take any additional actions on this message.

Extract KIDS or PackMan Messages ("X") Action

Programmers use PackMan and KIDS messages to store and transport data, packages, and routines via MailMan messages. It may not be used unless the proper key is held (i.e., XUPROGMODE security key).

As you can see from the list of message action codes (Table 3 in this chapter), you can use the Extract KIDS or PackMan Messages Toggle action code (i.e., "X") when reading a KIDS or PackMan message to choose from a list of specific functions you can perform on these types of messages.
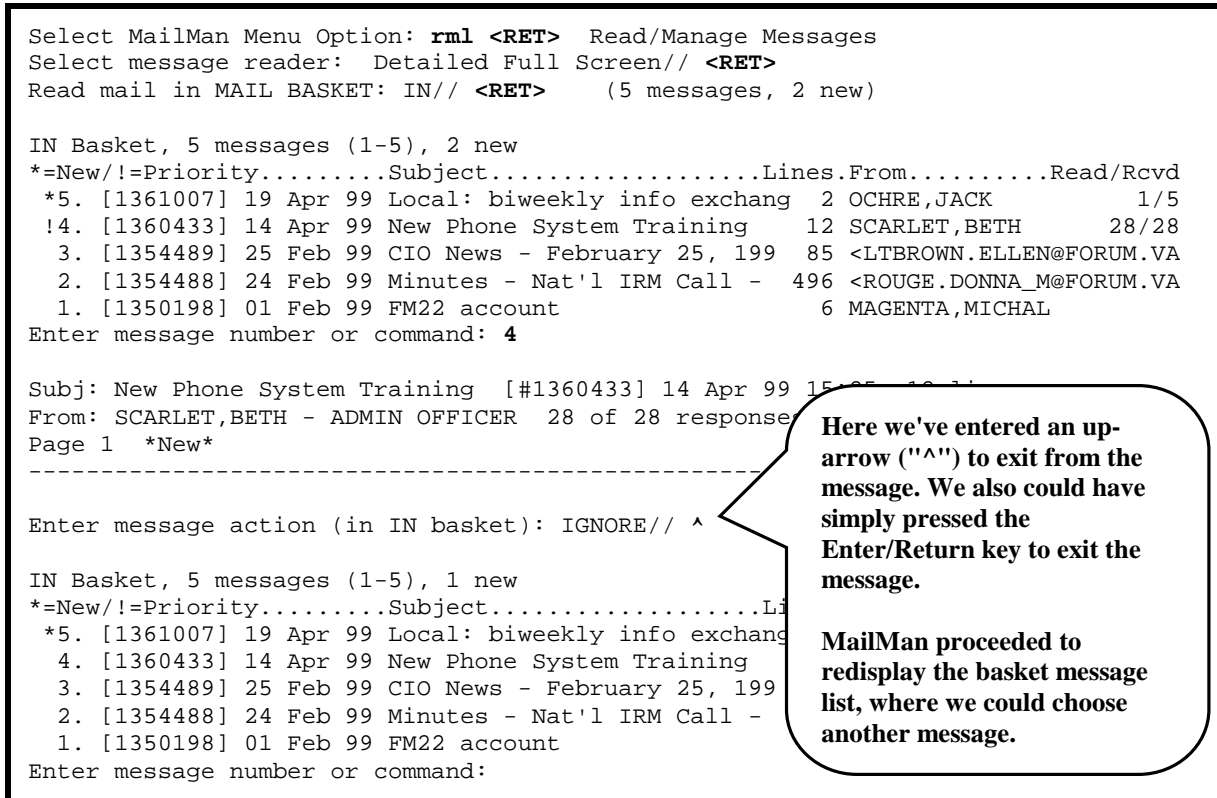
For more information on KIDS and PackMan messages, please refer to Chapters 26-29 in the "Kernel V. 8.0 Systems Manual."

Up-arrow ("^") Exit Action

As you can see from the list of message action codes (Table 3 in this chapter), as with all V*IST*A software, you can use the up-arrow ("**^**" Shift-6 key on most keyboards) to exit a prompt or option without taking any other action, as shown below:

```
Select MailMan Menu Option: rml <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>    (5 messages, 2 new)

IN Basket, 5 messages (1-5), 2 new
*=New/!=Priority.........Subject...................Lines.From..........Read/Rcvd
 *5. [1361007] 19 Apr 99 Local: biweekly info exchang  2 OCHRE,JACK          1/5
 !4. [1360433] 14 Apr 99 New Phone System Training     12 SCARLET,BETH      28/28
  3. [1354489] 25 Feb 99 CIO News - February 25, 199   85 <LTBROWN.ELLEN@FORUM.VA
  2. [1354488] 24 Feb 99 Minutes - Nat'l IRM Call -   496 <ROUGE.DONNA_M@FORUM.VA
  1. [1350198] 01 Feb 99 FM22 account                   6 MAGENTA,MICHAL
Enter message number or command: 4

Subj: New Phone System Training  [#1360433] 14 Apr 99
From: SCARLET,BETH - ADMIN OFFICER  28 of 28 response
Page 1  *New*
-------------------------------------------------------

Enter message action (in IN basket): IGNORE// ^

IN Basket, 5 messages (1-5), 1 new
*=New/!=Priority.........Subject...................Li
 *5. [1361007] 19 Apr 99 Local: biweekly info exchang
  4. [1360433] 14 Apr 99 New Phone System Training
  3. [1354489] 25 Feb 99 CIO News - February 25, 199
  2. [1354488] 24 Feb 99 Minutes - Nat'l IRM Call -
  1. [1350198] 01 Feb 99 FM22 account
Enter message number or command:
```

> **Here we've entered an up-arrow ("^") to exit from the message. We also could have simply pressed the Enter/Return key to exit the message.**
>
> **MailMan proceeded to redisplay the basket message list, where we could choose another message.**

Figure 95: An Example Using the Up-arrow to Exit a Message

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